

CITY ADMINISTRATIVE RECEPTIONIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform general office and receptionist duties to support the functions of the City Manager's Office.

SUPERVISION RECEIVED

Receives general supervision from various higher level staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES--*Important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Answer phones and direct calls.
2. Provide information to employees and general public.
3. Handle the purchasing of office supplies and equipment and process invoices.
4. Sort and distribute mail and other correspondence.
5. Participate in routine record keeping duties.
6. Operate a variety of office equipment including copiers, multi-line telephone system, facsimile machine, computers.
7. Organize and maintain files.
8. Type memos, reports and documents, as needed.

Marginal Functions:

1. Provide information regarding departmental and city policies and procedures, as required.
2. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
City Administrative Receptionist (*Continued*)

QUALIFICATIONS

Knowledge of:

Modern office procedures and methods.
Basic principles of record keeping.
Modern office equipment.
English usage, spelling, grammar and punctuation.

Ability to:

Deal effectively with sensitive, confidential and personal issues related to city business.
Operate office equipment including a computer.
Type at a speed necessary for successful job performance.
Meet schedules and time lines.
Maintain records and prepare computer generated reports.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Work with difficult and occasionally irate individuals.
Establish and maintain effective working relationships with those contacted in the course of work including city officials and the general public.
Maintain mental capacity which allows for effective interaction and communication with others.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Sitting for extended periods of time*
-- *Operating assigned equipment.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations*
-- *Communicating with others*
-- *Reading and writing*
-- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

One year of general clerical experience.

Training:

Equivalent to graduation from high school.

CITY OF LAS VEGAS
City Administrative Receptionist (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ARB
REV 4/8/98
FLSA: nonexempt; City: nonexempt
Approved 4/9/98